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Overview

This article will teach you how to **export** your records as **households** by combing people who share the same **home address**.

 **Tip:** You can still run this utility *if you haven't* householded your database, but for the best results it's worthwhile to take the time to fully [household your database](#). If your database is really large, or the data is not consistent this project will likely take some time. **If you have** already householded your database, you can run this process directly from the **Households** list which allows for more flexibility on **what columns to export**. Here's an example (covered in-depth in its own section further down in this article):

How to Run a Household Export of Contact (Voter/Donor) Data to a .CSV Spreadsheet

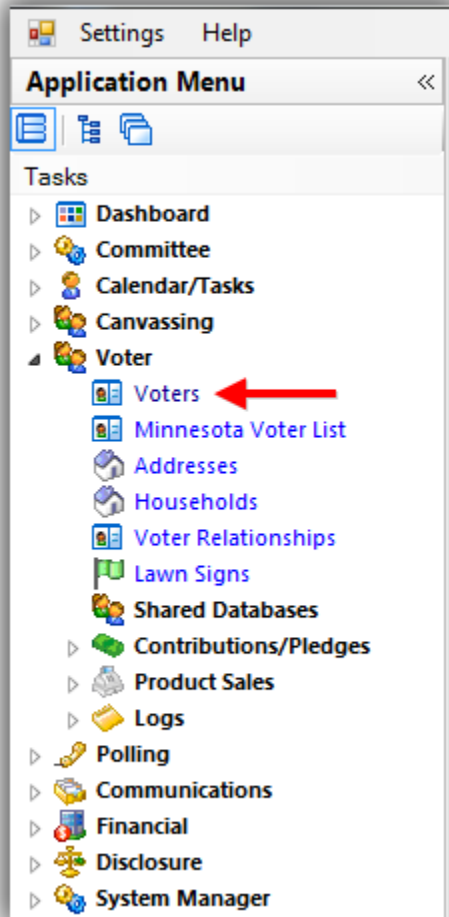
If you've already householded your database you can run these exports from the 'Households' list which will have less columns than if you export from the Donor/Voters list, and you can included just the columns that you want via formatting.

HH ID	Household Name	Household Salutation Name	Household Envelope Name	Contact ID (1)	Last Name (1)	First Name (1)	MI (1)	Contact ID (2)	Last Name (2)	First Name (2)	MI (2)
6368	Admin, Admin	Admin	Admin Admin	1	Admin	Admin					
6369	Aagard, Martha R	Martha	Martha Aagard	2	Aagard	Martha	R				
6370	Aakhus, Ariel Marie	Ariel	Ariel Aakhus	3	Aakhus	Ariel	Marie				
6371	Aakhus, Cindy Lee & Steven Eric	Steve and Cindy	Steve and Cindy Aakhus	4	Aakhus	Cindy	Lee	5	Aakhus	Steven	Eric
6372	Aamot, Barbara A	Barbara	Barbara Aamot	6	Aamot	Barbara	A				
6373	Aanenson, Pamela Marie	Pamela	Pamela Aanenson	7	Aanenson	Pamela	Marie				
6374	Aanonson, Leland Eugene	Leland	Leland Aanonson	8	Aanonson	Leland	Eugene				
6376	Abdi, Ali Hassan	Ali	Ali Abdi	11	Abdi	Ali	Hassan				
6377	Abdi, Halimo Mohamed	Halimo	Halimo Abdi	12	Abdi	Halimo	Mohamed				
6378	Abdi, Nimo Mohamed	Nimo	Nimo Abdi	13	Abdi	Nimo	Mohamed				
6379	Abdulali, Quaid	Quaid	Quaid Abdulali	14	Abdulali	Quaid					
6380	Abdurahman, Ayan Adan	Ayan	Ayan Abdurahman	15	Abdurahman	Ayan	Adan				
6381	Abel, Tasha Margaret	Tasha	Tasha Abel	16	Abel	Tasha	Margaret				
6382	Abouaish, Yasmine Y	Yasmine	Yasmine Abouaish	17	Abouaish	Yasmine	Y				
6383	Abraham, Timothy Richard	Timothy	Timothy Abraham	18	Abraham	Timothy	Richard				
6384	Abrahamian, David	David	David & Ann Abrahamian	20	Abrahamian	David					
6385	Abrahamson, Roger Mark	Roger	Roger Abrahamson	22	Abrahamson	Roger	Mark				
6386	Abukar, Halima Haji	Halima	Halima Abukar	23	Abukar	Halima	Haji				
6387	Acaso, Kathleen Krantz & Jonathan	Kathleen and Jonathan	Kathleen and Jonathan Acaso	25	Acaso	Kathleen	Krantz	24	Acaso	Jonathan	
6388	Achartz, Denise Anderson	Denise	Denise Achartz	26	Achartz	Denise	Anderson				
6389	Achberger, Karen R	Karen	Karen Achberger	27	Achberger	Karen	R				
6390	Acheson, Virginia Hyde	Virginia	Virginia Acheson	28	Acheson	Virginia	Hyde				
6391	Adair, Geraldine Ann	Geraldine	Geraldine Adair	29	Adair	Geraldine	Ann				
6392	Adair, Jeffery Ellis	Jeffery	Jeffery Adair	30	Adair	Jeffery	Ellis				
6393	Adam, Ibrahim Mume & Mounira A	Ibrahim and Mounira	Ibrahim and Mounira Adam	31	Adam	Ibrahim	Mume	32	Adam	Mounira	A
6394	Adam, Pamela Christina	Pamela	Pamela Adam	33	Adam	Pamela	Christina				

Steps to Export from the Donors/Voters (*Contacts*) List

Navigate to the **Voters** (*Donors/Contacts*) list under the **Application Menu**.

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Build and run your [search query](#) (make sure you load **all results** if the list is over 1k). In my example I searched for anyone in my database who lived in the state of Minnesota which produced **66,341** records.

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Build and run your search query.

Results

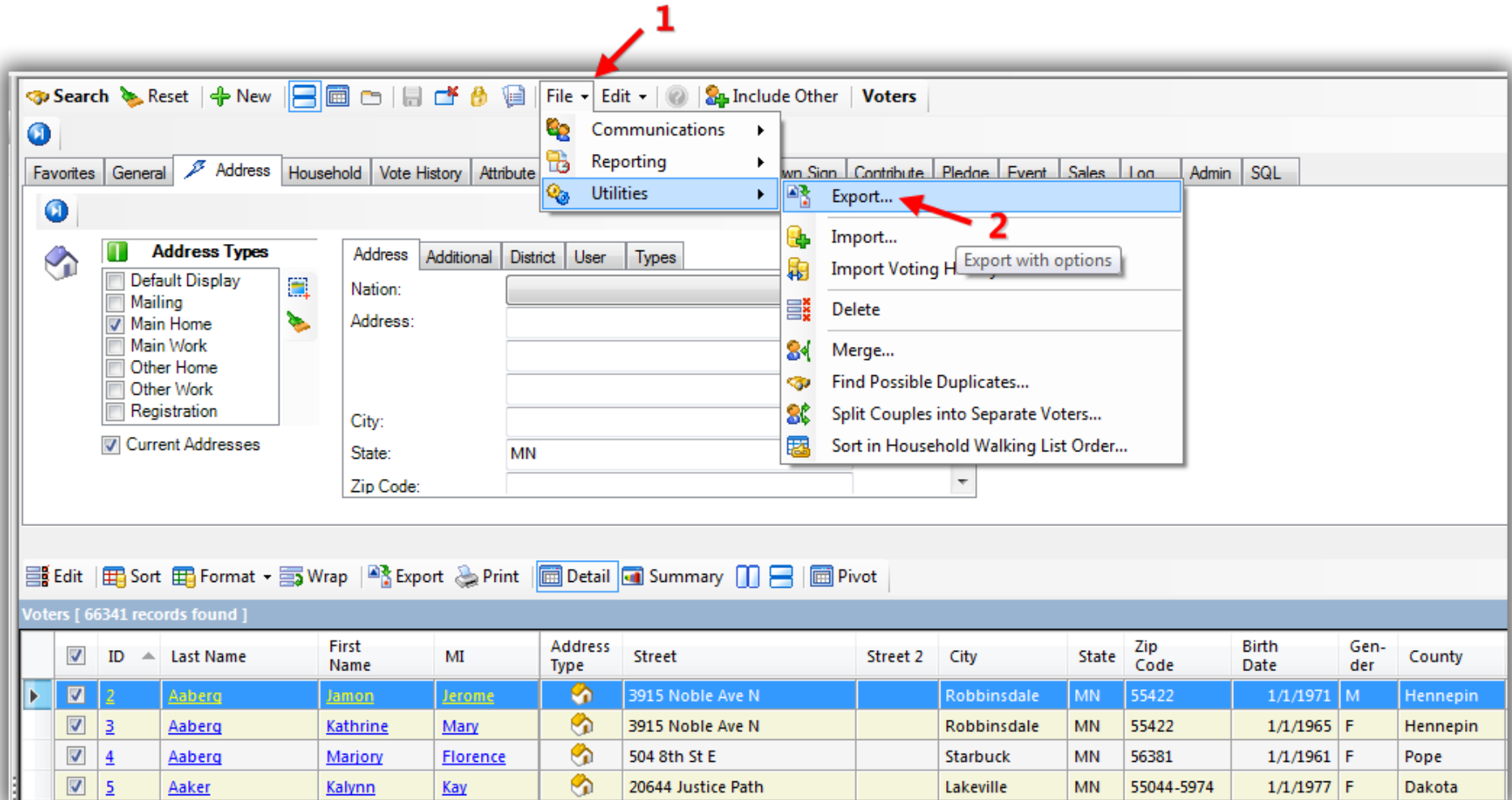
Edit
 Sort
 Format
 Wrap
 Export
 Print
 Detail
 Summary
 Pivot

Voters [66341 records found]

ID	Last Name	First Name	MI	Address Type	Street	Street 2	City	State	Zip Code	Birth Date	Gender	County	CD	SD	LD	Reg Id
2	Aaberg	Jamon	Jerome	Home	3915 Noble Ave N		Robbinsdale	MN	55422	1/1/1971	M	Hennepin	05	45	45B	1473706
3	Aaberg	Kathrine	Mary	Home	3915 Noble Ave N		Robbinsdale	MN	55422	1/1/1965	F	Hennepin	05	45	45B	1473707
4	Aaberg	Marion	Florence	Home	504 8th St E		Starbuck	MN	56381	1/1/1961	F	Pope	07	13	13A	1512013
5	Aaker	Kalynn	Kay	Home	20644 Justice Path		Lakeville	MN	55044-5974	1/1/1977	F	Dakota	02	58	58A	3940986
6	Aalders	Nicki	Joy	Home	4756 Georgia Ave N		Crystal	MN	55428-4629	1/1/1963	F	Hennepin	05	45	45A	1544345
7	Aalegaard	Wendy	Jo	Home	3040 Sumter Ave N	Apt 102	Crystal	MN	55427-2757	1/1/1977	F	Hennepin	05	45	45B	3599865
8	Aalgaard	Heather	Allison	Home	6600 32nd Ave N		Crystal	MN	55427	1/1/1977	F	Hennepin	05	45	45B	3457082
9	Aalgaard	Swanhild	Marie	Home	2930 Douglas Dr N	Apt 215	Crystal	MN	55422	1/1/1925	F	Hennepin	05	45	45B	1185146
10	Aalgaard	Tad	Richard	Home	6600 32nd Ave N		Crystal	MN	55427	1/1/1972	M	Hennepin	05	45	45B	3457081
11	Aalsma	Aaron	John	Home	8500 56th Ave N	Apt 25	New Hope	MN	55428	1/1/1978	M	Hennepin	05	45	45A	2430043
12	Aalsma	Natalie	Sara	Home	8500 56th Ave N	Apt 25	New Hope	MN	55428	1/1/1976	F	Hennepin	05	45	45A	3793975
13	Aamodt	John	Emil	Home	6908 35th Ave N		Crystal	MN	55427	1/1/1928	M	Hennepin	05	45	45B	956279
14	Aamodt	Scott	Jeffery	Home	7011 59th Ave N		Crystal	MN	55428	1/1/1971	M	Hennepin	05	45	45A	3327162
15	Aamold	Kimberly	Ann	Home	3011 Boone Ave N		New Hope	MN	55427-2418	1/1/1975	F	Hennepin	05	45	45B	1562564
16	Choukalas	Jennifer	Joy	Home	3813 Unity Ave N		Robbinsdale	MN	55422	1/1/1972	F	Hennepin	05	45	45B	3873000
17	Aanerud	Jeananne	Kim	Home	3819 Independence Ave N		New Hope	MN	55427	1/1/1958	F	Hennepin	05	45	45A	1139631
18	Aanerud-Vallis	Corliss	Ann	Home	2715 Hillsboro Ave N	Apt 104	New Hope	MN	55427	1/1/1966	F	Hennepin	05	45	45A	1167972
19	Aarnes	Jaimi	Cara	Home	4215 Oregon Ave N	Apt 627	New Hope	MN	55428	1/1/1971	F	Hennepin	05	45	45A	1551225
20	Aaron	Shirley	Carolyn	Home	1430 Newton Ave N		Minneapolis	MN	55411	1/1/1936	F	Hennepin	05	59	59B	1067048
21	Aarsvold	Rachel	Marie	Home	9700 45th Ave N		Plymouth	MN	55442	1/1/1980	F	Hennepin	03	45	45A	1505215
22	Aase	Jan	Erik	Home	17565 76th Ave N		Maple Grove	MN	55311	1/1/1960		Hennepin	03	34	34A	1448320

How to Run a Household Export of Contact (Voter/Donor) Data to a .CSV Spreadsheet

Click the **File** drop-down menu and select **Utilities > Export**. *You must have appropriate [security clearance](#).*



The screenshot shows the TrailBlazer application window. The 'File' menu is open, and the 'Utilities' option is selected. The 'Export...' option is highlighted within the Utilities submenu. A red arrow labeled '1' points to the 'File' menu, and another red arrow labeled '2' points to the 'Export...' option. Below the menu, the 'Address Types' section is visible, and a table of voter records is displayed at the bottom.

ID	Last Name	First Name	MI	Address Type	Street	Street 2	City	State	Zip Code	Birth Date	Gender	County
2	Aaberg	Jamon	Jerome		3915 Noble Ave N		Robbinsdale	MN	55422	1/1/1971	M	Hennepin
3	Aaberg	Kathrine	Mary		3915 Noble Ave N		Robbinsdale	MN	55422	1/1/1965	F	Hennepin
4	Aaberg	Marjory	Florence		504 8th St E		Starbuck	MN	56381	1/1/1961	F	Pope
5	Aaker	Kalynn	Kay		20644 Justice Path		Lakeville	MN	55044-5974	1/1/1977	F	Dakota

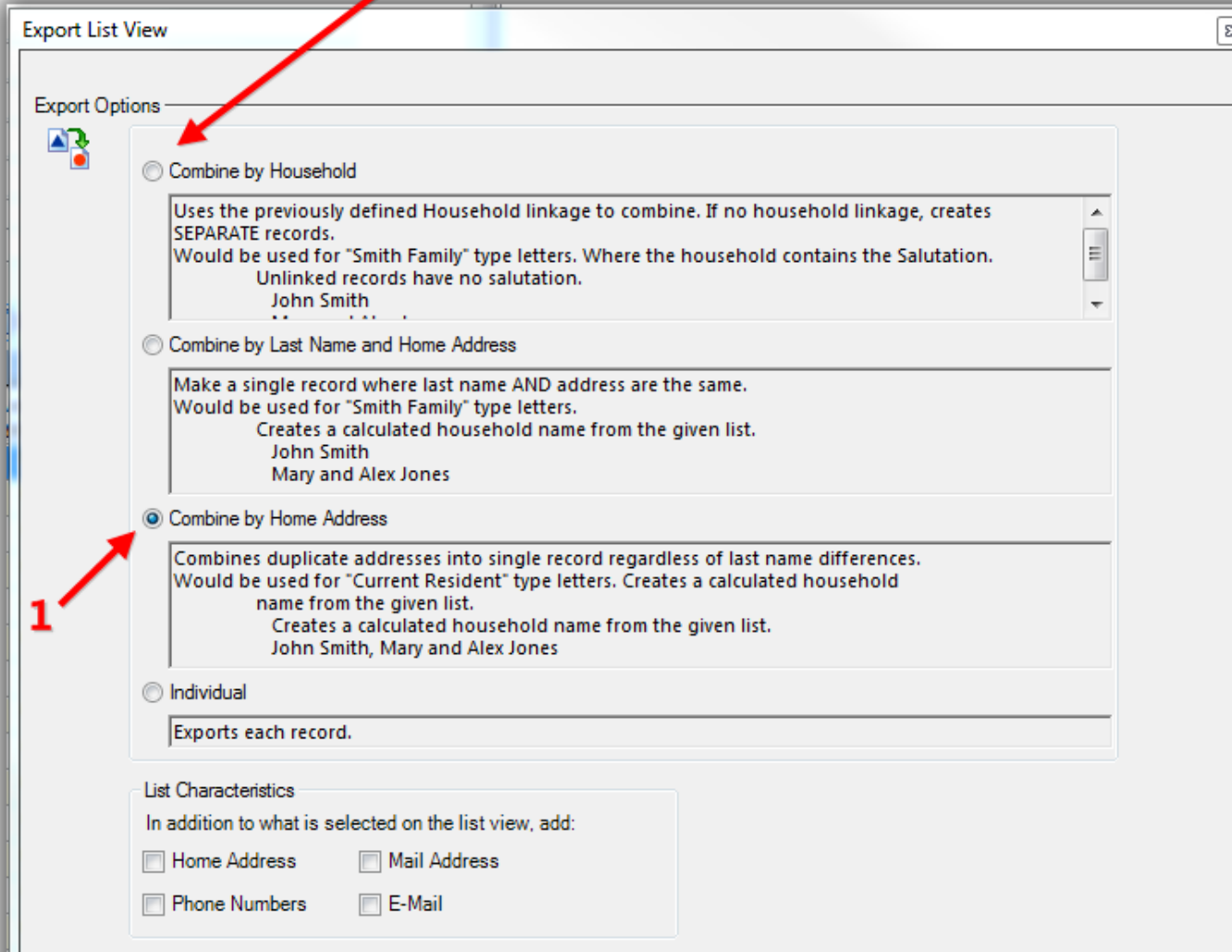
How to Run a Household Export of Contact (Voter/Donor) Data to a .CSV Spreadsheet

*If you've [householded](#) your database you should choose the '**Combine by Household**' option which will use the households you've created and most likely customized.

*If you **haven't** householded your database you'll choose the '**Combine by Home Address**' option. *In this example I selected the **Combine by Home Address** option.*

Click **[OK]** after selecting your export preference.

NOTE: *if you've already householded your database you should select this option which will use the custom configurations you've created when householding your database.



The screenshot shows a window titled "Export List View" with a close button in the top right corner. Below the title bar is a section labeled "Export Options" with a refresh icon on the left. There are four radio button options:

- Combine by Household**
Uses the previously defined Household linkage to combine. If no household linkage, creates SEPARATE records.
Would be used for "Smith Family" type letters. Where the household contains the Salutation.
Unlinked records have no salutation.
John Smith
- Combine by Last Name and Home Address**
Make a single record where last name AND address are the same.
Would be used for "Smith Family" type letters.
Creates a calculated household name from the given list.
John Smith
Mary and Alex Jones
- Combine by Home Address**
Combines duplicate addresses into single record regardless of last name differences.
Would be used for "Current Resident" type letters. Creates a calculated household name from the given list.
Creates a calculated household name from the given list.
John Smith, Mary and Alex Jones
- Individual**
Exports each record.

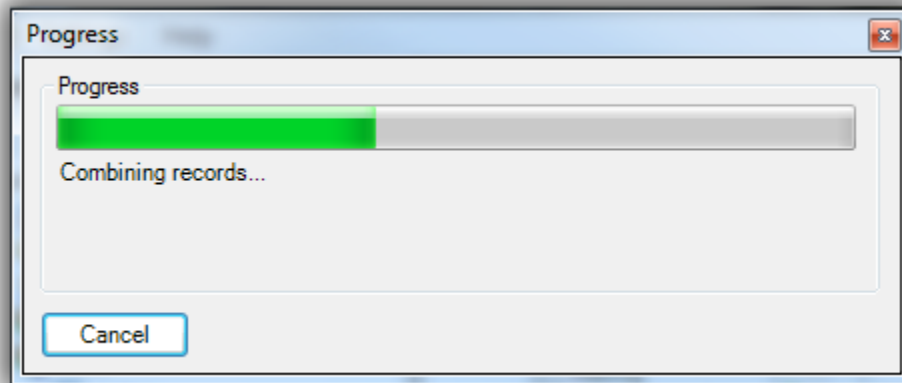
Below the radio buttons is a section labeled "List Characteristics" with the text "In addition to what is selected on the list view, add:". It contains four checkboxes:

- Home Address
- Mail Address
- Phone Numbers
- E-Mail

Two red arrows point to the "Combine by Home Address" option: one from the top left and one from the left side with the number "1" next to it.

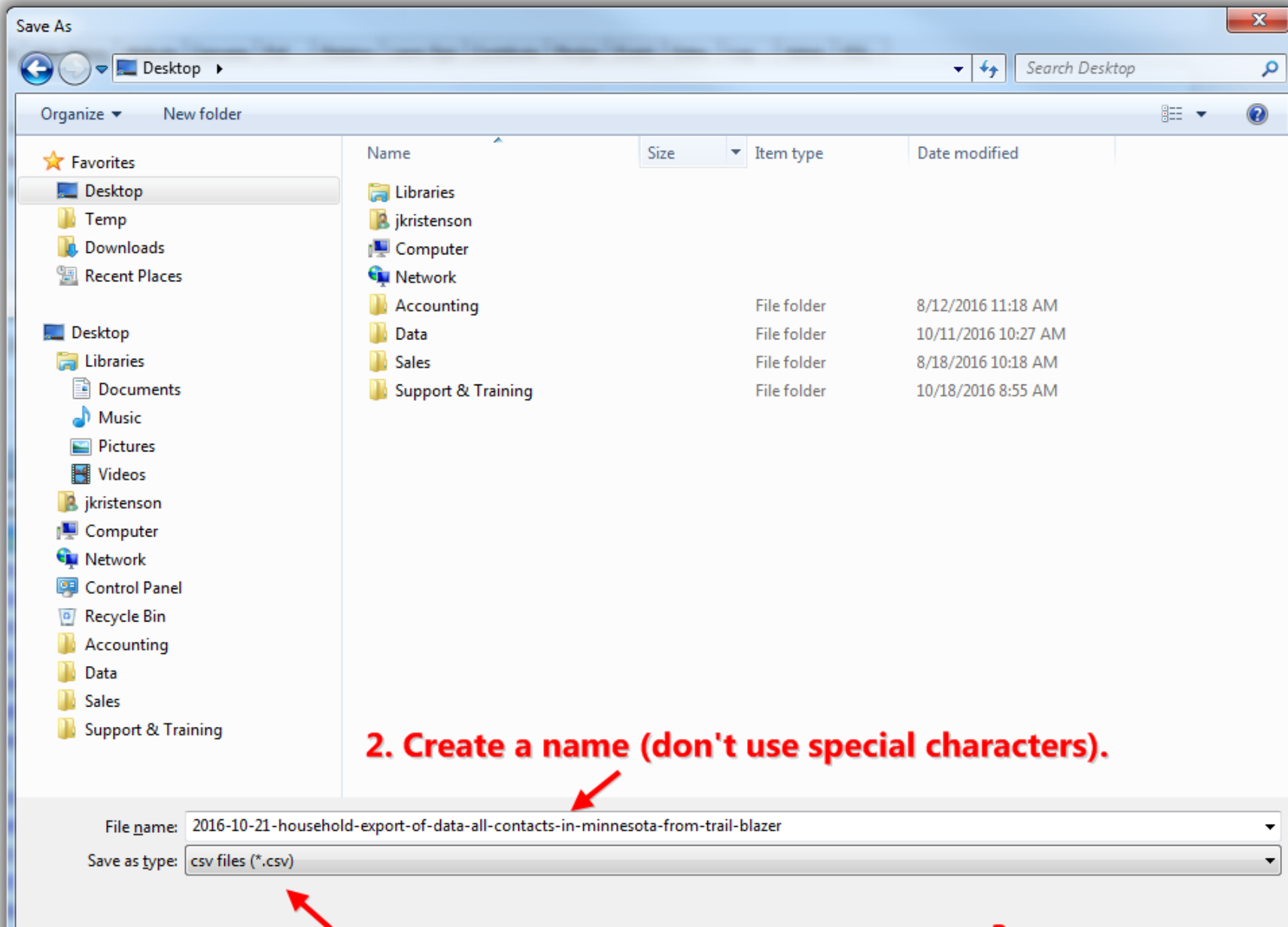
How to Run a Household Export of Contact (Voter/Donor) Data to a .CSV Spreadsheet

You'll get a load animation as the utility runs. *If you're exporting hundreds of thousands or millions of records this could take awhile.*



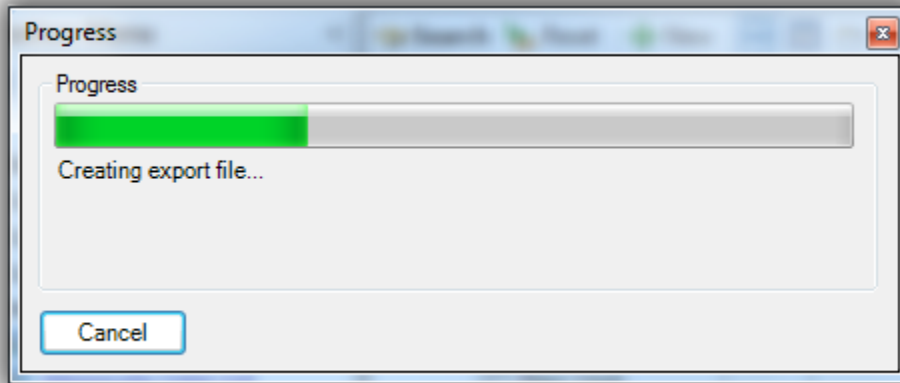
Choose the **location** on your machine to save the file to, **create a name** (*don't use special characters*), and click **[OK]**. **Make sure you leave the file type as a .CSV.** *My example is below where I saved it to my desktop.*

1. Choose your location to save the file.

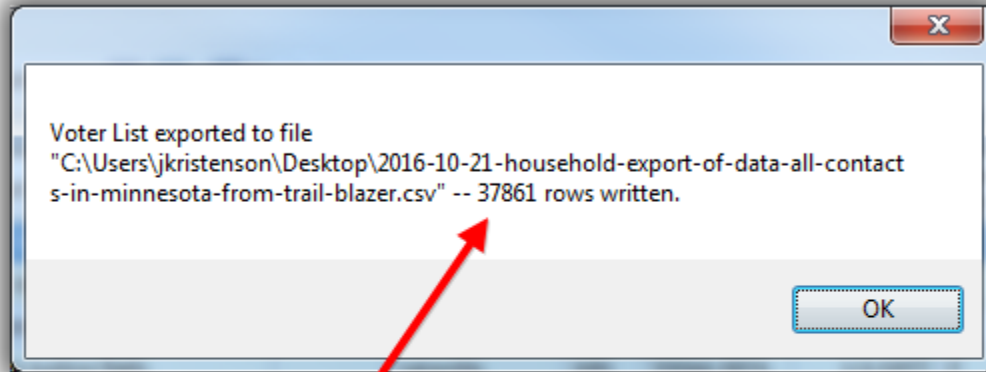


2. Create a name (don't use special characters).

You'll get another load animation as the file exports.



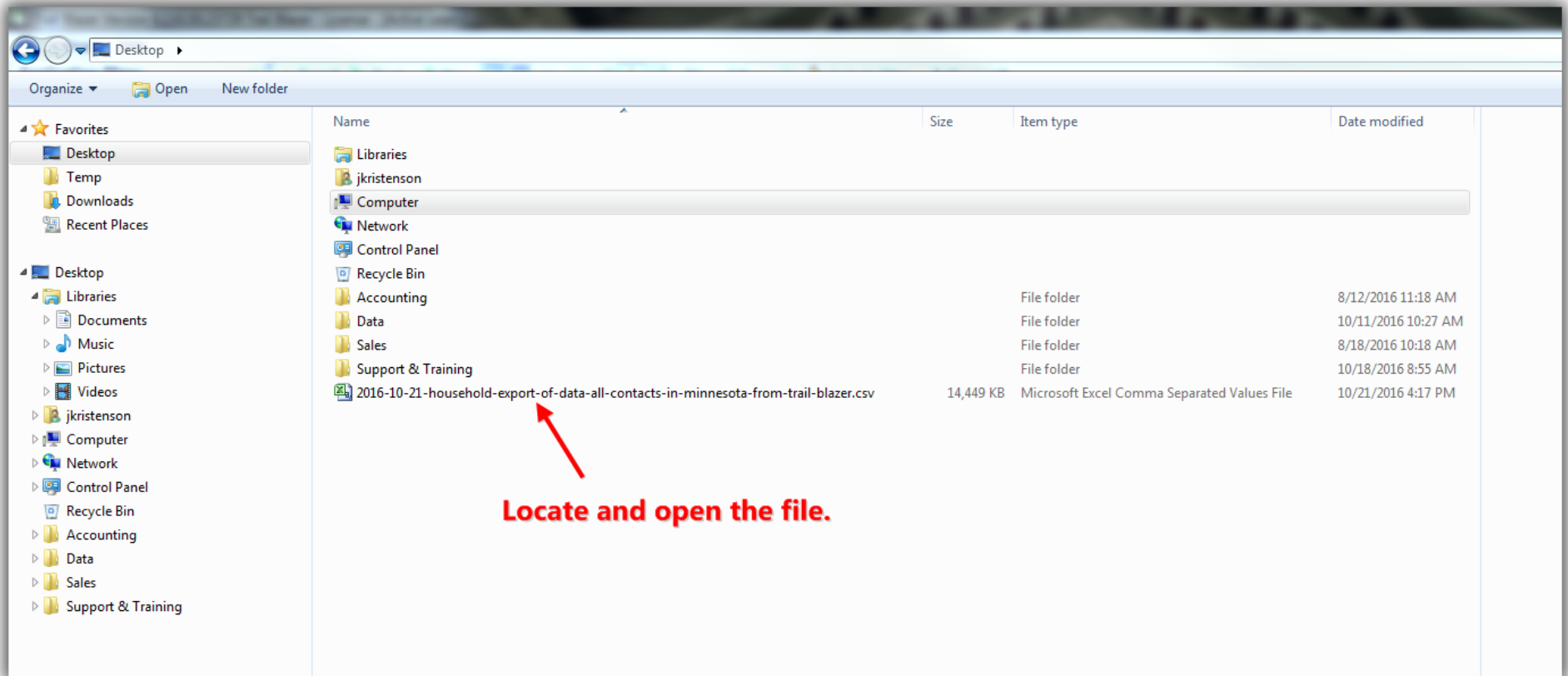
When the export is finished you'll get a popup message with the results. Click **[OK]** to finish. *Typically the record count would drop substantially, if you have a lot of households in your list. In my example the final list was **37,861** records.*



After running the household export you'll get a count of the 'total number of households' exported to the spreadsheet.

Locate the file on your local machine and open it in the program of your choosing (i.e. Excel, or Numbers). *In my example it was on the desktop and I used MS Excel.*

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The spreadsheet will contain a lot of information by default, notably the **Household** columns which can be used on envelopes/labels if you're running a mail-merge campaign. *My example is below.*

How to Run a Household Export of Contact (Voter/Donor) Data to a .CSV Spreadsheet

Example household export. The household columns will get created automatically (even if you haven't householded your database before).

	A	B	C	D	E	F	G	H	I	J
1	HouseholdedFirstNames	HouseholdedNickNames	HouseholdedFullNames	Include	VoterId	LastName	FirstName	MiddleName	Suffix	BirthDate
2	Jamon, Kathrine & Krystal	Jamon, Kathrine & Krystal	Jamon & Kathrine Aaberg, Krystal Hulegaard	TRJE	2	Aaberg	Jamon	Jerome		1/1/1971 0:00
3	Marjory	Marjory	Marjory Aaberg	TRJE	4	Aaberg	Marjory	Florence		1/1/1961 0:00
4	Wendy & Beverly	Wendy & Beverly	Wendy Aalegaard, Beverly Ratican	TRJE	7	Aalegaard	Wendy	Jo		1/1/1977 0:00
5	Swanhild	Swanhild	Swanhild Aalgaard	TRJE	9	Aalgaard	Swanhild	Marie		1/1/1925 0:00
6	Tad & Heather	Tadsssss & Heather	Tad & Heather Aalgaard	TRJE	10	Aalgaard	Tad	Richard		1/1/1972 0:00
7	Aaron & Natalie	Ace & Natalie	Aaron & Natalie Aalsma	TRJE	11	Aalsma	Aaron	John		1/1/1978 0:00
8	John	John	John Aamodt	TRJE	13	Aamodt	John	Emil		1/1/1928 0:00
9	Scott, Tim, Janice, Kathryn & Ezra	Scott, Tim, Janice, Kathryn & Ezra	Scott Aamodt, Tim Boone, Janice Grice, Kathryn Kraning, Ezra Watson	TRJE	14	Aamodt	Scott	Jeffery		1/1/1971 0:00
10	Jeananne & Emily	Jeananne & Emily	Jeananne & Emily Aanerud	TRJE	17	Aanerud	Jeananne	Kim		1/1/1958 0:00
11	Corliss	Corliss	Corliss Aanerud-Vallis	TRJE	18	Aanerud-Vallis	Corliss	Ann		1/1/1966 0:00
12	Jaimi	Jaimi	Jaimi Aarnes	TRJE	19	Aarnes	Jaimi	Cara		1/1/1971 0:00
13	Shirley & Linda	Shirley & Linda	Shirley Aaron, Linda Eaglespeaker	TRJE	20	Aaron	Shirley	Carolyn		1/1/1936 0:00
14	Jan & Laci	Jan & Laci	Jan & Laci Aase	TRJE	22	Aase	Jan	Erik		1/1/1960 0:00
15	Merle & Sandra	Merle & Sandra	Merle & Sandra Aase	TRJE	24	Aase	Merle	J		1/1/1933 0:00
16	Theresa	Theresa	Theresa Aaseby	TRJE	26	Aaseby	Theresa	Ann		1/1/1979 0:00
17	Jaime & Michael	Jaime & Michael	Jaime & Michael Aasen	TRJE	27	Aasen	Jaime	Lyn		1/1/1976 0:00
18	Jeanette	Jeanette	Jeanette Aaserud	TRJE	29	Aaserud	Jeanette	Arlene		1/1/1932 0:00
19	Susan	Susan	Susan Abalan	TRJE	30	Abalan	Susan	Lee		1/1/1943 0:00
20	William & Betty	William & Betty	William & Betty Abatte	TRJE	32	Abatte	William	Matthew		1/1/1941 0:00
21	Dean & Stephanie	Dean & Stephanie	Dean & Stephanie Abbott	TRJE	34	Abbott	Dean	Scott		1/1/1964 0:00
22	Tommy & Linda	Tommy & Linda	Tommy & Linda Abbott	TRJE	37	Abbott	Tommy	R		1/1/1943 0:00
23	Cathy	Cathy	Cathy Abboud	TRJE	38	Abboud	Cathy	Joy		1/1/1957 0:00
24	Jody & Saado	Jody & Saado	Jody & Saado Abboud	TRJE	39	Abboud	Jody	Elizabeth Osman		1/1/1959 0:00
25	Abdousalam, Zayatona & Rahina	Abdousalam, Zayatona & Rahina	Abdousalam Abdoullahi, Zayatona Ahmed, Rahina Mohamed	TRJE	41	Abdoullahi	Abdousalam	Omei		1/1/1959 0:00
26	Halim & Nancy	Halim & Nancy	Halim Abdul-khabir, Nancy Berggren	TRJE	42	Abdul-khabir	Halim			1/1/1968 0:00
27	Fathya & Steven	Fathya & Steven	Fathya Abdulla, Steven Kohler	TRJE	43	Abdulla	Fathya			1/1/1960 0:00
28	Ikram	Ikram	Ikram Ibrahim	TRJE	44	Ibrahim	Ikram	Ahmed		1/1/1973 0:00
29	Amir	Amir	Amir AbduS-Salam	TRJE	45	AbduS-Salam	Amir	Solaimon		1/1/1969 0:00
30	Yetmwork, Vatican & Zewdu	Yetmwork, Vatican & Zewdu	Yetmwork & Vatican & Zewdu Abebe	TRJE	46	Abebe	Yetmwork	H		1/1/1959 0:00
31	Maryanne, Margaret & Elizabeth	Maryanne, Margaret & Elizabeth	Maryanne & Margaret Abeid, Elizabeth Olson	TRJE	48	Abeid	Maryanne	Michele		1/1/1969 0:00
32	Benjamin	Benjamin	Benjamin Abel	TRJE	49	Abel	Benjamin	Raymond		1/1/1982 0:00
33	Christopher, Christina, Leonard & Mary	Christopher, Christina, Leonard & Mary	Christopher & Christina & Leonard & Mary Abel	TRJE	51	Abel	Christopher	John		1/1/1974 0:00
34	Gordon	Gordon	Gordon Abel	TRJE	53	Abel	Gordon	Kent		1/1/1949 0:00
35	Leonard & Dawn	Leonard & Dawn	Leonard & Dawn Abel	TRJE	55	Abel	Leonard	Joseph	Jr	1/1/1972 0:00
36	Matt, Amanda, Trevor & Andrew	Matt, Amanda, Trevor & Andrew	Matt & Amanda Abel, Trevor Hoff, Andrew Paulson	TRJE	56	Abel	Matt	William		1/1/1978 0:00
37	Tina & Getu	Tina & Getu	Tina Abel, Getu Belayneh	TRJE	58	Abel	Tina	Lynn		1/1/1982 0:00
38	Harris & Marie	Harris & Marie	Harris & Marie Abele	TRJE	59	Abele	Harris	D		1/1/1941 0:00
39	Mikel	Mikel	Mikel Abele	TRJE	61	Abele	Mikel			1/1/1974 0:00
40	James	James	James Abell	TRJE	63	Abell	James	G		1/1/1948 0:00

It's not a bad idea to **remove columns** you don't need, **adjust the formatting** of the spreadsheet, and save the file as an **.xlsx** so that it retains formatting.

Steps to Export from 'Households' List

In order to export from Households you'll **first need** to [household](#) your database. Once that's complete, navigate to the **Households** list, and run your [search query](#). *In this example I populated **all household records** which provided **2,396** records.*

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2. Build and run your search query.

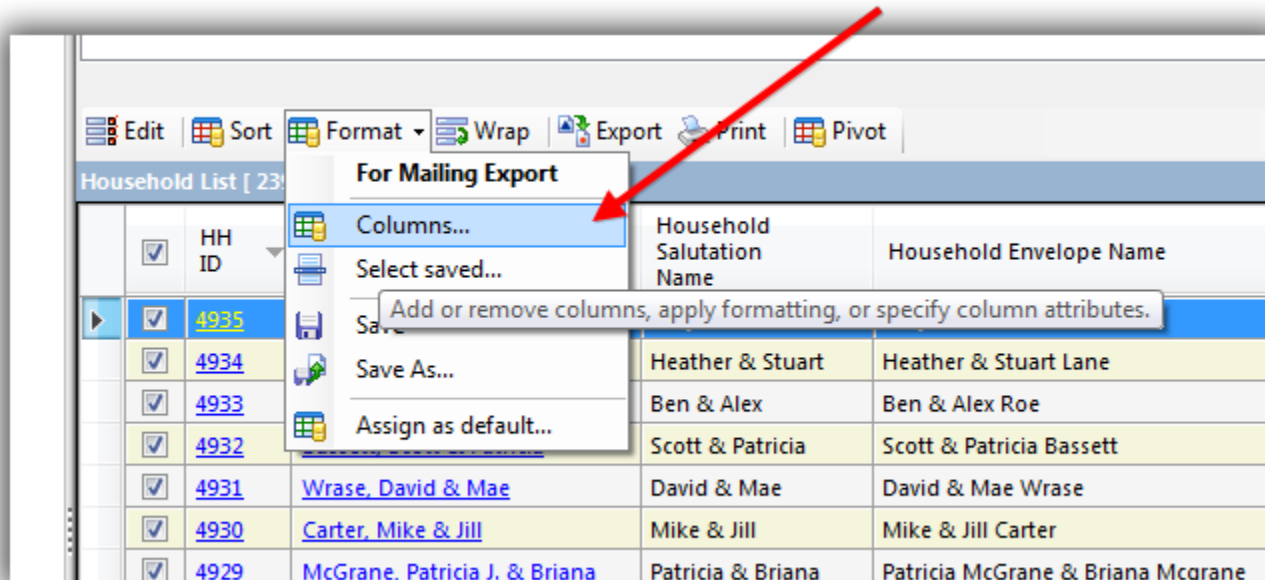
The screenshot shows the TrailBlazer application interface. On the left is a navigation menu with categories like Dashboard, Organization, Calendar/Tasks, Canvassing, Donor, Donors, Addresses, Households, Donor Relationships, Contributions/Pledges, Product Sales, Logs, Communications, Financial, and System Manager. A red arrow labeled '1' points to the 'Households' item. At the top, there is a search bar with a magnifying glass icon, a 'Reset' button, and a '+ New' button. Below the search bar is a form with fields for 'Name:', 'Salutation Name:', and 'Envelope Name:', along with a checkbox for 'Manually Adjusted (vs. untouched after creation by Trail Blazer)'. A red box highlights the search bar area. Below the form is a toolbar with buttons for 'Edit', 'Sort', 'Format', 'Wrap', 'Export', 'Print', and 'Pivot'. A red box highlights the 'Format' button. The main area shows a table titled 'Household List [2396 records found]'.

3. Click on [Format] to begin adding/removing the columns you want.

	HH ID	Household Name	Household Salutation Name	Household Envelope Name	Street	Street2	Street3	City	State	Zip Code	# Household Members
<input checked="" type="checkbox"/>	4935	Dimich, Judy Ann	Judy	Judy Dimich	39685 Thorpe Ave W			Deer River	MN	56636	1
<input checked="" type="checkbox"/>	4934	Lane, Heather & Stuart	Heather & Stuart	Heather & Stuart Lane	3525 Brunswick Ave N			Crystal	MN	55422	2
<input checked="" type="checkbox"/>	4933	Roe, Ben & Alex	Ben & Alex	Ben & Alex Roe	4590 Foxberry Dr			Medina	MN	55340	2
<input checked="" type="checkbox"/>	4932	Bassett, Scott & Patricia	Scott & Patricia	Scott & Patricia Bassett	12410 29th Ave N			Plymouth	MN	55441	2
<input checked="" type="checkbox"/>	4931	Wrase, David & Mae	David & Mae	David & Mae Wrase	1715 Garland Ln N			Plymouth	MN	55447	2
<input checked="" type="checkbox"/>	4930	Carter, Mike & Jill	Mike & Jill	Mike & Jill Carter	1750 Ranier Ln N			Plymouth	MN	55447	2
<input checked="" type="checkbox"/>	4929	McGrane, Patricia J. & Briana	Patricia & Briana	Patricia McGrane & Briana Mcgrane	2330 Yuma Ln N			Plymouth	MN	55447	2
<input checked="" type="checkbox"/>	4928	Kelly, Eugene & Monica	Eugene & Monica	Eugene & Monica Kelly	1410 Pineview Ln N			Plymouth	MN	55441	2
<input checked="" type="checkbox"/>	4927	Jensen, James &	James	James Jensen	1845 Garland Ln N			Plymouth	MN	55447	2
<input checked="" type="checkbox"/>	4926	Wilkes, Tristan & Pamela B	Tristan & Pamela	Tristan & Pamela Wilkes	11715 50th Pl N			Plymouth	MN	55442	2
<input checked="" type="checkbox"/>	4925	Stetler, Jack & Christine	Jack & Christine	Jack & Christine Stetler	3740 Yellowstone Ln N			Minneapolis	MN	55446	2
<input checked="" type="checkbox"/>	4924	Young, Bill & Bonnie	Bill & Bonnie	Bill & Bonnie Young	1845 Holly Ln N			Plymouth	MN	55447	2
<input checked="" type="checkbox"/>	4923	Sperry, Chris & Anita	Chris & Anita	Chris & Anita Sperry	17735 48th Pl N			Plymouth	MN	55446	2
<input checked="" type="checkbox"/>	4922	Piering, Kate & Angela	Kate & Angela	Kate & Angela Piering	17425 8th Ave N			Plymouth	MN	55447	2
<input checked="" type="checkbox"/>	4921	Schmitt, Danielle & Zach	Danielle & Zach	Danielle Schmitt & Zach Schmit	1315 Bavarian Shores Dr			Chaska	MN	55318	2
<input checked="" type="checkbox"/>	4920	Vanyo, Michael & Lori	Michael & Lori	Michael & Lori Vanyo	1135 Pine View Dr			Orono	MN	55356	2
<input checked="" type="checkbox"/>	4919	Baker, Andrea & Cassie	Andrea & Cassie	Andrea & Cassie Baker	3031 Boone Ave N			New Hope	MN	55427	2
<input checked="" type="checkbox"/>	4918	Cooke, James & Dede	James & Dede	James & Dede Cooke	2909 Bay St			Wayzata	MN	55391	2
<input checked="" type="checkbox"/>	4917	Zook, Lynn & Liana N	Lynn & Liana N	Lynn & Liana N Zook	16415 39th Ave N			Plymouth	MN	55446	2
<input checked="" type="checkbox"/>	4916	Gardner, John & Lynne	John & Lynne	John & Lynne Gardner	320 Brockton Ln			Plymouth	MN	55447	2
<input checked="" type="checkbox"/>	4915	Stern, Robert & Andrew	Robert & Andrew	Robert & Andrew Stern	4700 Yuma Ln N			Plymouth	MN	55446	2
<input checked="" type="checkbox"/>	4914	Leonard, Charles & Julie	Charles & Julie	Charles & Julie Leonard	820 Ranchview Ln			Plymouth	MN	55447	2
<input checked="" type="checkbox"/>	4913	Carpenter, Casey & Mary	Casey & Mary	Casey & Mary Carpenter	6417 Ranchview Ln N			Maple Grove	MN	55311	2
<input checked="" type="checkbox"/>	4912	Olsen, Kris & Dara	Kris & Dara	Kris & Dara Olsen	3205 Quinwood Ln N			Plymouth	MN	55441	2

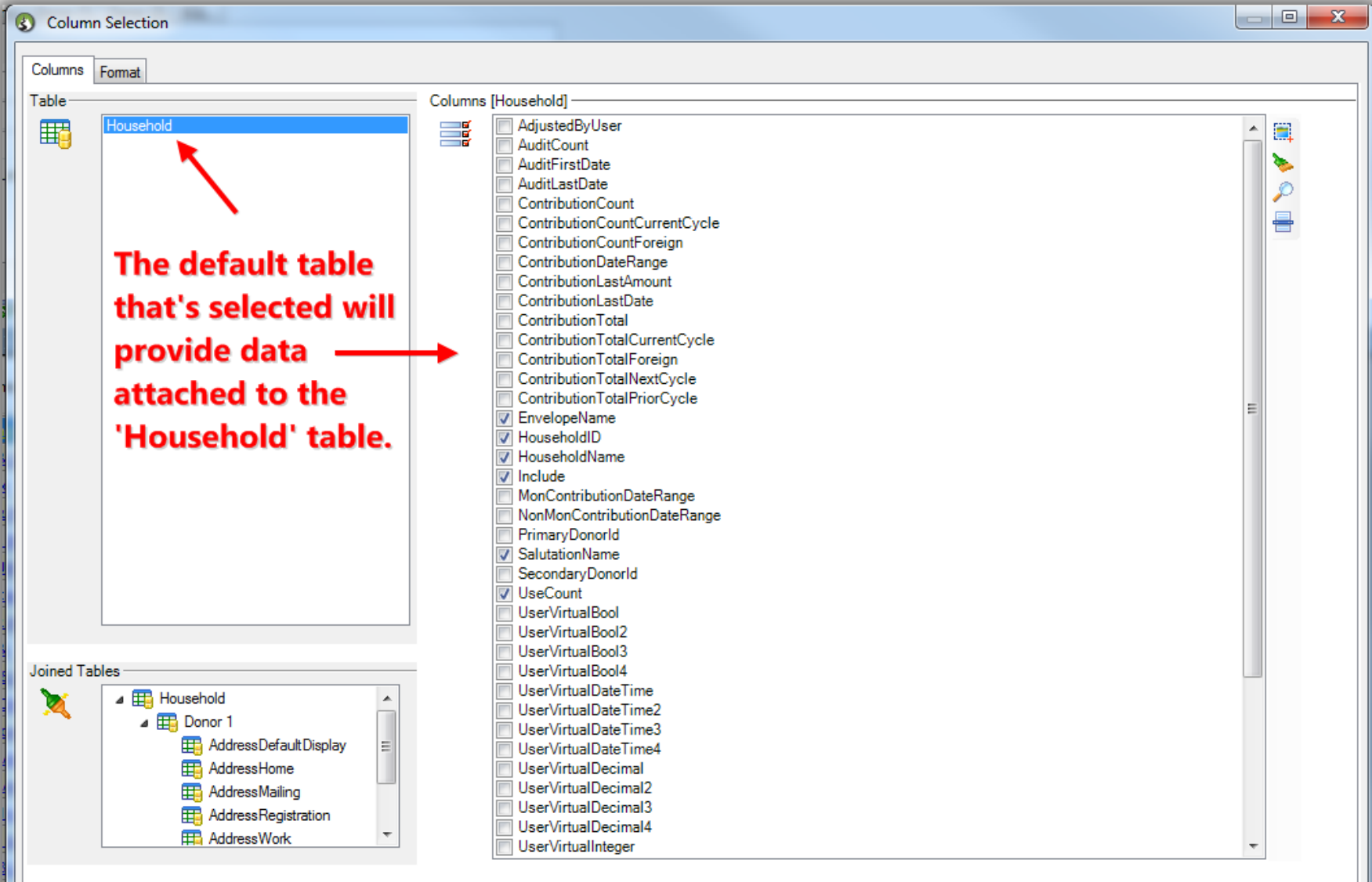
How to Run a Household Export of Contact (Voter/Donor) Data to a .CSV Spreadsheet

To add/remove columns of information that you want you'll click on the **[Format]** drop-down and select columns. *For more information on formatting read [this article](#), and watch [this video](#). For info on formatting with joined tables, watch [this video](#).*



The default **table** that's selected will be **households**. This has information tied to the household record but not each member of the household. *Example below.*

How to Run a Household Export of Contact (Voter/Donor) Data to a .CSV Spreadsheet



Column Selection

Columns | Format

Table

Household

The default table that's selected will provide data attached to the 'Household' table.

Joined Tables

- Household
 - Donor 1
 - AddressDefaultDisplay
 - AddressHome
 - AddressMailing
 - AddressRegistration
 - AddressWork

Columns [Household]

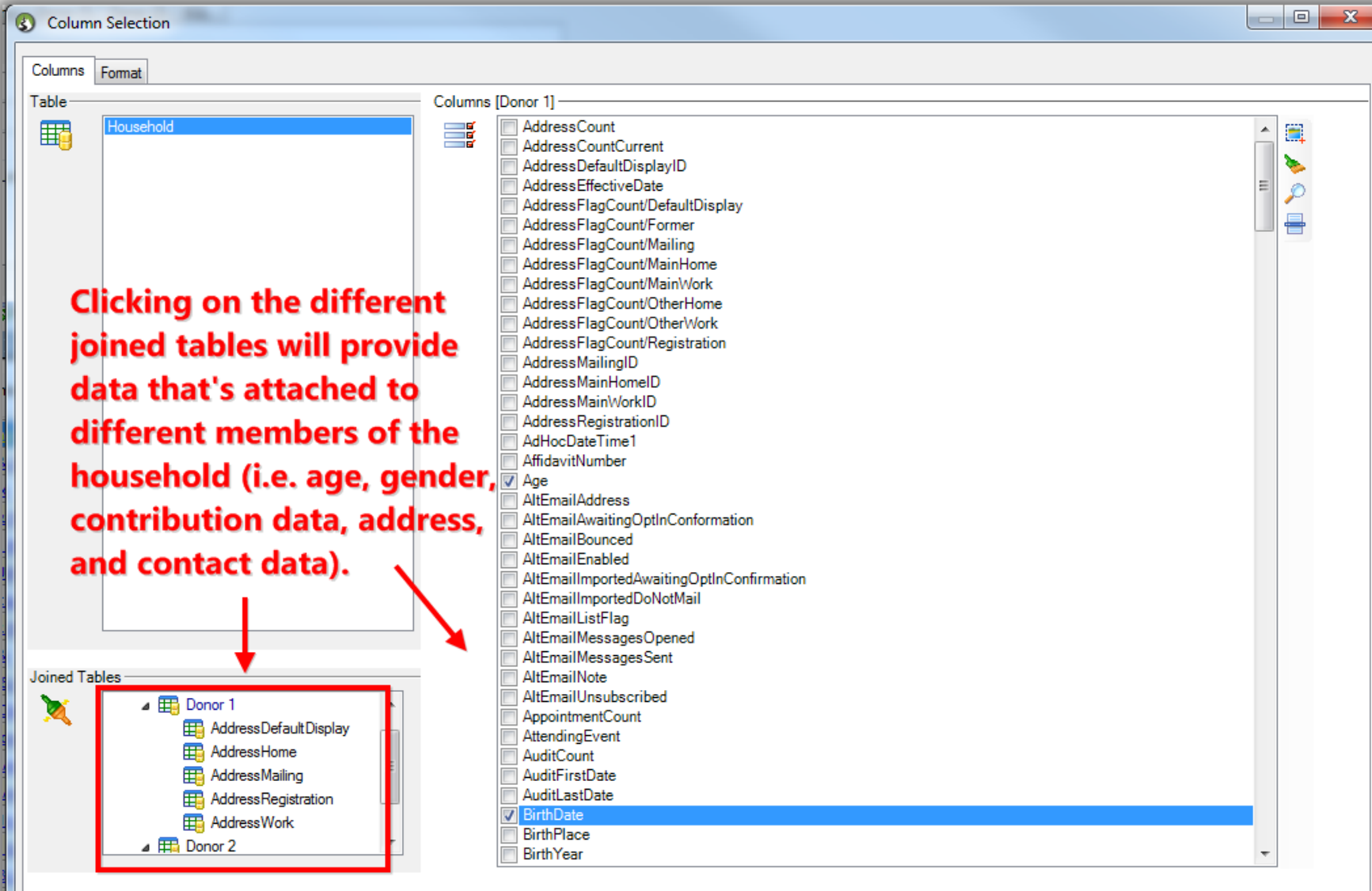
- AdjustedByUser
- AuditCount
- AuditFirstDate
- AuditLastDate
- ContributionCount
- ContributionCountCurrentCycle
- ContributionCountForeign
- ContributionDateRange
- ContributionLastAmount
- ContributionLastDate
- ContributionTotal
- ContributionTotalCurrentCycle
- ContributionTotalForeign
- ContributionTotalNextCycle
- ContributionTotalPriorCycle
- EnvelopeName
- HouseholdID
- HouseholdName
- Include
- MonContributionDateRange
- NonMonContributionDateRange
- PrimaryDonorId
- SalutationName
- SecondaryDonorId
- UseCount
- UserVirtualBool
- UserVirtualBool2
- UserVirtualBool3
- UserVirtualBool4
- UserVirtualDateTime
- UserVirtualDateTime2
- UserVirtualDateTime3
- UserVirtualDateTime4
- UserVirtualDecimal
- UserVirtualDecimal2
- UserVirtualDecimal3
- UserVirtualDecimal4
- UserVirtualInteger

Progress

How to Run a Household Export of Contact (Voter/Donor) Data to a .CSV Spreadsheet

In order to pull in information related to the household **members** you'll need to select the joined tables in the bottom-left of the screen and then the relevant columns on the right. For example if you want their address information it would be under joined '**Address**' tables. *Example below.*

How to Run a Household Export of Contact (Voter/Donor) Data to a .CSV Spreadsheet



Clicking on the different joined tables will provide data that's attached to different members of the household (i.e. age, gender, contribution data, address, and contact data).

Columns [Donor 1]

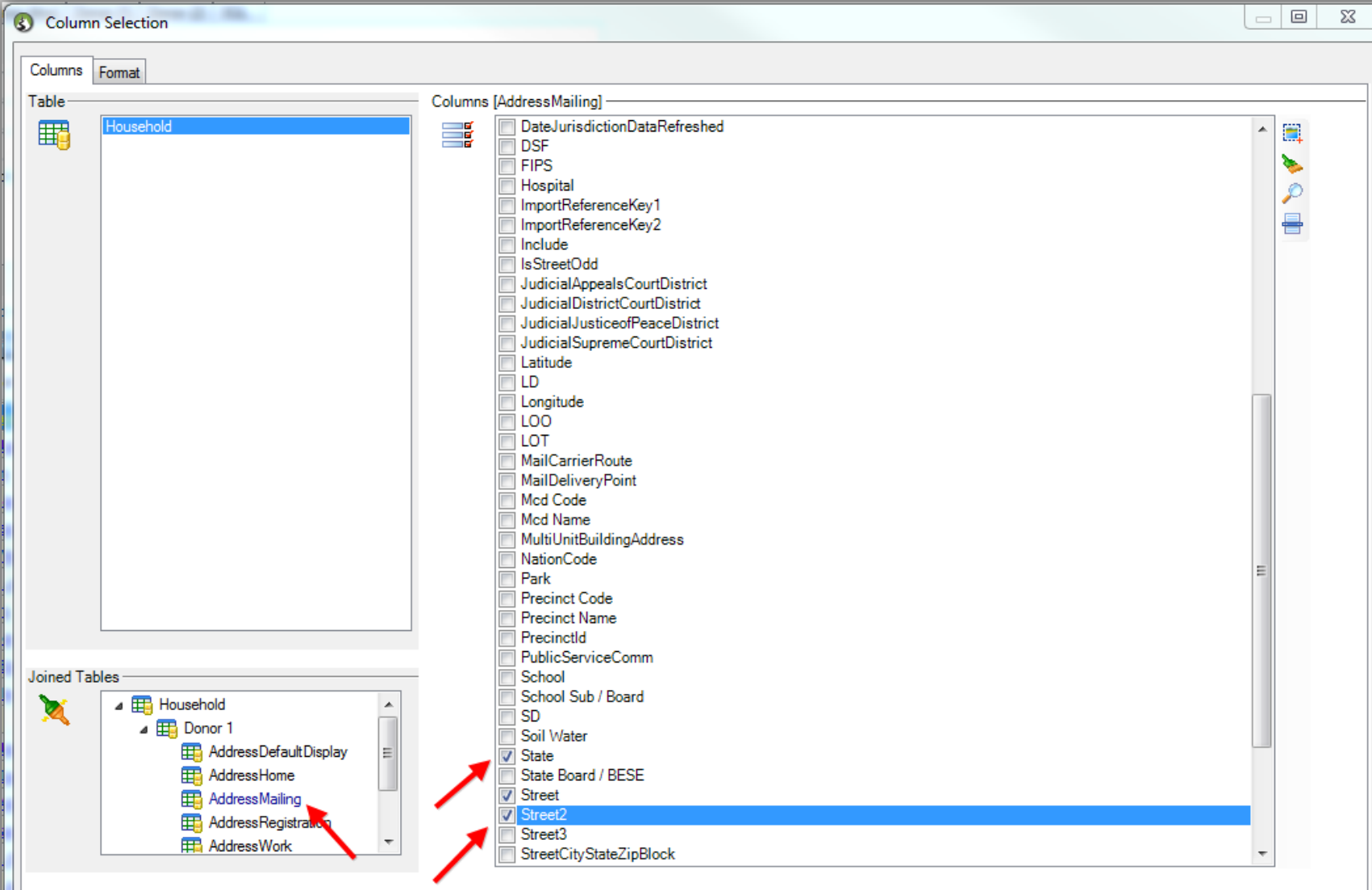
- AddressCount
- AddressCountCurrent
- AddressDefaultDisplayID
- AddressEffectiveDate
- AddressFlagCount/DefaultDisplay
- AddressFlagCount/Former
- AddressFlagCount/Mailing
- AddressFlagCount/MainHome
- AddressFlagCount/MainWork
- AddressFlagCount/OtherHome
- AddressFlagCount/OtherWork
- AddressFlagCount/Registration
- AddressMailingID
- AddressMainHomeID
- AddressMainWorkID
- AddressRegistrationID
- AdHocDateTime1
- AffidavitNumber
- Age
- AltEmailAddress
- AltEmailAwaitingOptInConformation
- AltEmailBounced
- AltEmailEnabled
- AltEmailImportedAwaitingOptInConformation
- AltEmailImportedDoNotMail
- AltEmailListFlag
- AltEmailMessagesOpened
- AltEmailMessagesSent
- AltEmailNote
- AltEmailUnsubscribed
- AppointmentCount
- AttendingEvent
- AuditCount
- AuditFirstDate
- AuditLastDate
- BirthDate
- BirthPlace
- BirthYear

Joined Tables

- Donor 1
 - AddressDefaultDisplay
 - AddressHome
 - AddressMailing
 - AddressRegistration
 - AddressWork
- Donor 2

Here's an *example* of adding in **address information**.

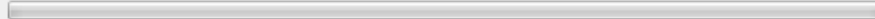
Formatting in address information for households using 'joined tables'.



The screenshot shows the 'Column Selection' dialog box with the following components:

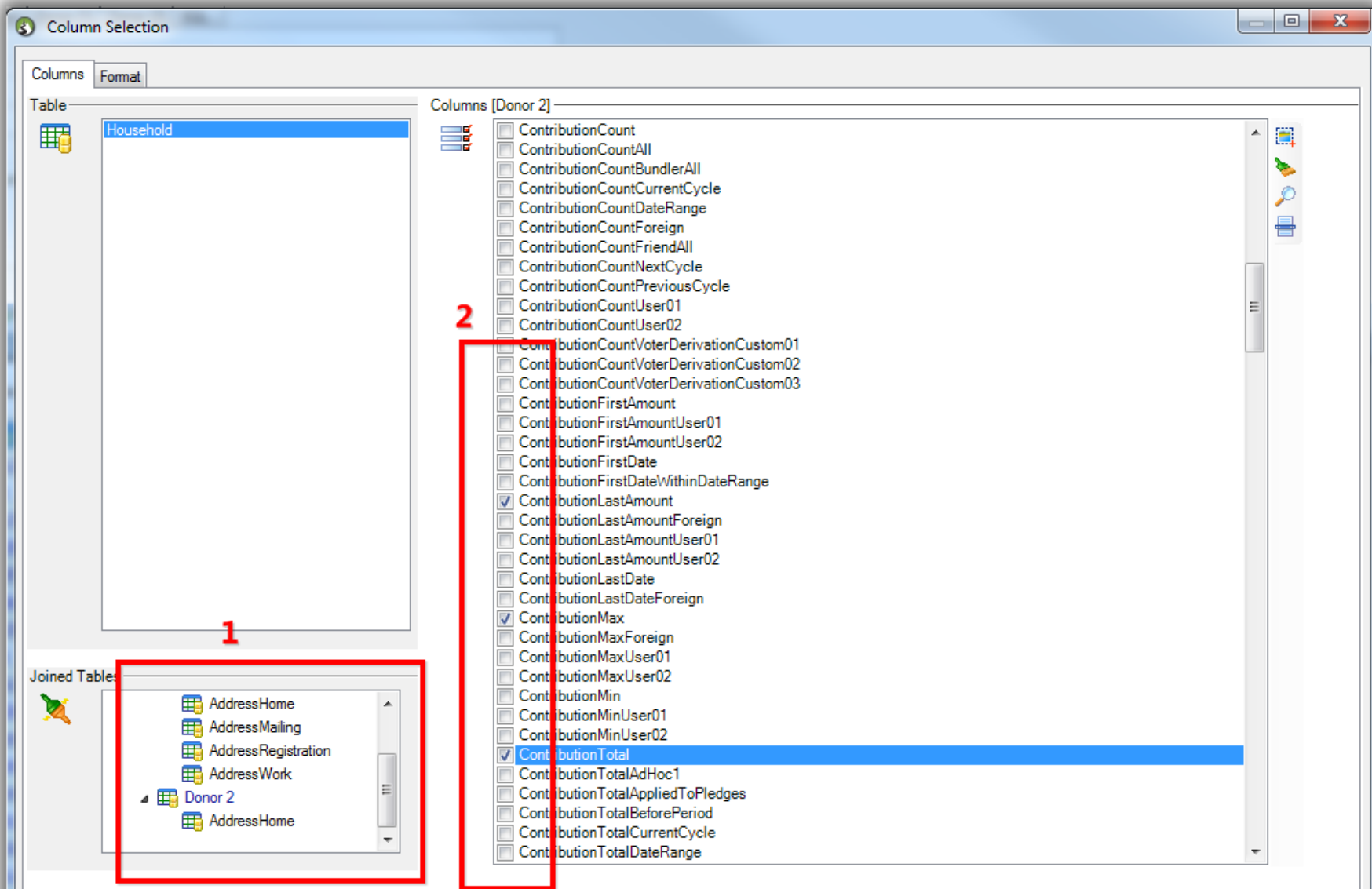
- Columns:** A tabbed interface with 'Columns' and 'Format' tabs.
- Table:** A list containing 'Household'.
- Columns [AddressMailing]:** A list of columns with checkboxes. The checked columns are 'State', 'Street', and 'Street2'. 'Street2' is highlighted in blue.
- Joined Tables:** A tree view showing 'Household' > 'Donor 1' > 'AddressMailing'. Red arrows point from 'AddressMailing' to the 'State' and 'Street' checkboxes in the main list.

Progress



Once you're finished going through the joined tables, click **[OK]** to add/remove the columns into the grid.

How to Run a Household Export of Contact (Voter/Donor) Data to a .CSV Spreadsheet



Column Selection

Columns | Format

Table

Household

1

Joined Tables

- AddressHome
- AddressMailing
- AddressRegistration
- AddressWork
- Donor 2
- AddressHome

Columns [Donor 2]

- ContributionCount
- ContributionCountAll
- ContributionCountBundlerAll
- ContributionCountCurrentCycle
- ContributionCountDateRange
- ContributionCountForeign
- ContributionCountFriendAll
- ContributionCountNextCycle
- ContributionCountPreviousCycle
- ContributionCountUser01
- ContributionCountUser02
- ContributionCountVoterDerivationCustom01
- ContributionCountVoterDerivationCustom02
- ContributionCountVoterDerivationCustom03
- ContributionFirstAmount
- ContributionFirstAmountUser01
- ContributionFirstAmountUser02
- ContributionFirstDate
- ContributionFirstDateWithinDateRange
- ContributionLastAmount
- ContributionLastAmountForeign
- ContributionLastAmountUser01
- ContributionLastAmountUser02
- ContributionLastDate
- ContributionLastDateForeign
- ContributionMax
- ContributionMaxForeign
- ContributionMaxUser01
- ContributionMaxUser02
- ContributionMin
- ContributionMinUser01
- ContributionMinUser02
- ContributionTotal
- ContributionTotalAdHoc1
- ContributionTotalAppliedToPledges
- ContributionTotalBeforePeriod
- ContributionTotalCurrentCycle
- ContributionTotalDateRange

2

How to Run a Household Export of Contact (Voter/Donor) Data to a .CSV Spreadsheet

My finished *example* is below. The columns will be added to the far right of the grid. You can drag them left or right to rearrange them.

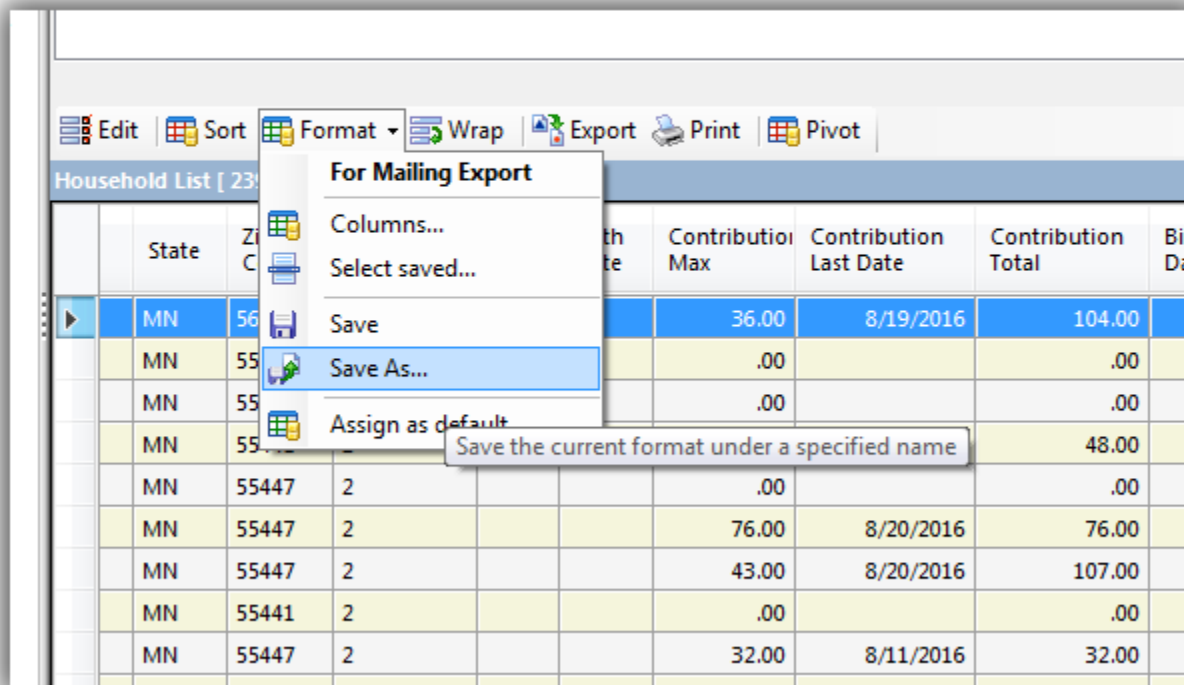
How to Run a Household Export of Contact (Voter/Donor) Data to a .CSV Spreadsheet

The new columns will be added to the right of the grid.

Name	Household Salutation Name	Household Envelope Name	Street	City	State	Zip Code	# Household Members	Birth Date	Age	Contribution Last Amount	Contribution Max	Contribution Total	Contribution Last Date	Contribution Max	Contribution Total
Judy	Judy	Judy Dimich	39685 Thorpe Ave W	Deer River	MN	56636	1			.00	.00	.00	8/19/2016	36.00	104.00
Heather & Stuart	Heather & Stuart	Heather & Stuart Lane	3525 Brunswick Ave N	Crystal	MN	55422	2			.00	.00	.00		.00	.00
Ben & Alex	Ben & Alex	Ben & Alex Roe	4590 Foxberry Dr	Medina	MN	55340	2			32.00	32.00	32.00		.00	.00
Scott & Patricia	Scott & Patricia	Scott & Patricia Bassett	12410 29th Ave N	Plymouth	MN	55441	2			.00	.00	.00	8/20/2016	48.00	48.00
David & Mae	David & Mae	David & Mae Wrase	1715 Garland Ln N	Plymouth	MN	55447	2			22.00	22.00	22.00		.00	.00
Mike & Jill	Mike & Jill	Mike & Jill Carter	1750 Ranier Ln N	Plymouth	MN	55447	2			.00	.00	.00	8/20/2016	76.00	76.00
Patricia J. & Briana	Patricia & Briana	Patricia McGrane & Briana	2330 Yuma Ln N	Plymouth	MN	55447	2			22.00	22.00	22.00	8/20/2016	43.00	107.00
Eugene & Monica	Eugene & Monica	Eugene & Monica Kelly	1410 Pineview Ln N	Plymouth	MN	55441	2			54.00	54.00	54.00		.00	.00
James	James	James Jensen	1845 Garland Ln N	Plymouth	MN	55447	2			.00	.00	.00	8/11/2016	32.00	32.00
Tristan & Pamela B	Tristan & Pamela	Tristan & Pamela Wilkes	11715 50th Pl N	Plymouth	MN	55442	2			.00	.00	.00	7/30/2016	11.00	11.00
Jack & Christine	Jack & Christine	Jack & Christine Stetler	3740 Yellowstone Ln N	Minneapolis	MN	55446	2			43.00	43.00	43.00		.00	.00
Bill & Bonnie	Bill & Bonnie	Bill & Bonnie Young	1845 Holly Ln N	Plymouth	MN	55447	2			54.00	54.00	54.00	6/16/2016	54.00	54.00
Chris & Anita	Chris & Anita	Chris & Anita Sperry	17735 48th Pl N	Plymouth	MN	55446	2			65.00	65.00	65.00	7/28/2016	193.00	193.00
Kate & Angela	Kate & Angela	Kate & Angela Piering	17425 8th Ave N	Plymouth	MN	55447	2			36.00	36.00	36.00	8/18/2016	11.00	11.00
Danielle & Zach	Danielle & Zach	Danielle Schmitt & Zach	1315 Bavarian Shores Dr	Chaska	MN	55318	2			18.00	18.00	18.00	7/29/2016	18.00	18.00
Michael & Lori	Michael & Lori	Michael & Lori Vanyo	1135 Pine View Dr	Orono	MN	55356	2			62.00	62.00	62.00		.00	.00
Andrea & Cassie	Andrea & Cassie	Andrea & Cassie Baker	3031 Boone Ave N	New Hope	MN	55427	2	11/23/2002	14	.00	.00	.00	7/24/2016	54.00	108.00
James & Dede	James & Dede	James & Dede Cooke	2909 Bay St	Wayzata	MN	55391	2			.00	.00	.00	7/15/2016	85.00	85.00
Lynn & Liana N	Lynn & Liana N	Lynn & Liana N Zook	16415 39th Ave N	Plymouth	MN	55446	2			16.00	16.00	16.00		.00	.00
John & Lynne	John & Lynne	John & Lynne Gardner	320 Brockton Ln	Plymouth	MN	55447	2			.00	.00	.00	6/18/2016	22.00	22.00
Robert & Andrew	Robert & Andrew	Robert & Andrew Stern	4700 Yuma Ln N	Plymouth	MN	55446	2			22.00	33.00	55.00		.00	.00
Charles & Julie	Charles & Julie	Charles & Julie Leonard	820 Ranchview Ln	Plymouth	MN	55447	2			.00	.00	.00		.00	.00
Casey & Mary	Casey & Mary	Casey & Mary Carpenter	6417 Ranchview Ln N	Maple Grove	MN	55311	2			.00	.00	.00	6/18/2016	11.00	11.00
Kris & Dara	Kris & Dara	Kris & Dara Olsen	3205 Quinwood Ln N	Plymouth	MN	55441	2			64.00	64.00	64.00	8/20/2016	22.00	22.00
David & Kasia	David & Kasia	David & Kasia Luiken	10120 36th Pl	Plymouth	MN	55441	2			.00	.00	.00	6/17/2016	75.00	102.00
Thomas & Jennifer	Thomas & Jennifer	Thomas & Jennifer Loren	2821 Washburn Ave S	Minneapolis	MN	55410	2			22.00	22.00	44.00		.00	.00
									29	1,653.00	2,089.00	3,119.00		11,272.00	15,751.00

If you want you can now save the format, and assign it as a default from the [Format] drop-down menu.

You can now save the new format and assign it as your default if you need.



The **related resources** below provide links to a wide variety of similar articles and videos on this topic.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

Related Resources

Article: [Additional Service – NCOA Append](#)

Article: [Managing Households – Creating, Deleting and Re-Creating](#)

Article: [How to Print Household Labels](#)

Article: [Creating your Own Custom Relationship Types – 2016 Upgrade](#)

Article: [Splitting ‘Couples’ into Separate Records En Masse using the Built-In Utility](#)

Article: [How to Split a Single Contact Record into a Duplicate Contact Record for Householding a Couple](#)

Article: [How to Create a Year-End Tax Letter Addressed to Individuals or the Entire Household using Merge Fields – Nonprofit Only](#)

Article: [How to Set an Attribute for All Members of a Household En Masse](#)

Article: [Exporting Data \(Spreadsheets\) to your Mac, from the Remote Desktop App – Mapping Drives](#)

Article: [How to Configure your RDP \(Remote Desktop\) Settings on a PC to Allow Access to your Clipboard, and Disk Drives](#)

Article: [Creating and Saving Default Formats for Reporting with the Grid](#)

Video: [Households – Delete and Recreate](#)

Video: [Households – Combine More Than 5 Members](#)

Video: [Households – Drag n Drop](#)

Video: [Households – What To Do B4 Householdng!!](#)

Video: [Reporting 102 – Quick Reports and Exports](#)

Video: [Reporting 104 – Joined Tables](#)

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